OLM User Guide: Entering External Learning into your OLM Learning Record
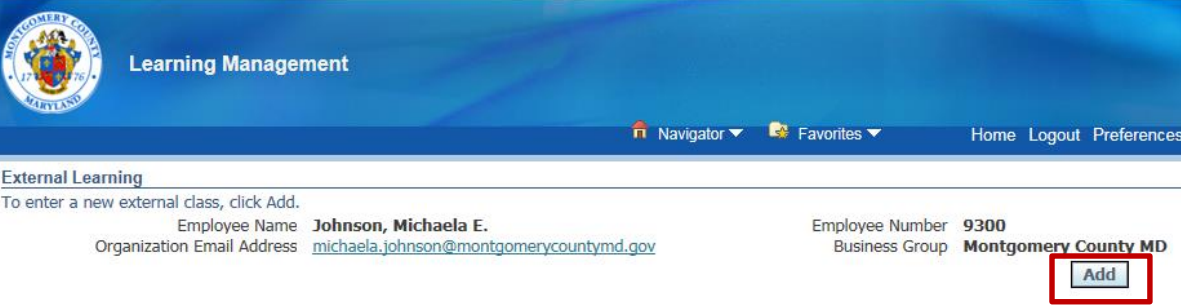
We encourage employees who complete any outside training program that is not maintained in any MCG database to your individual External Learning Record in OLM.
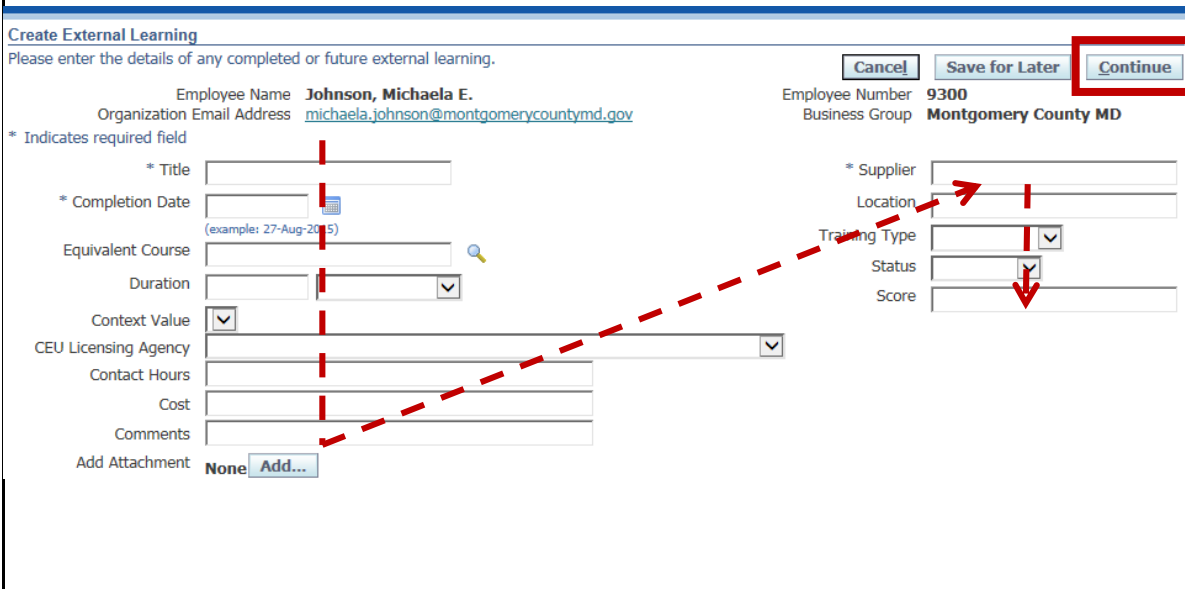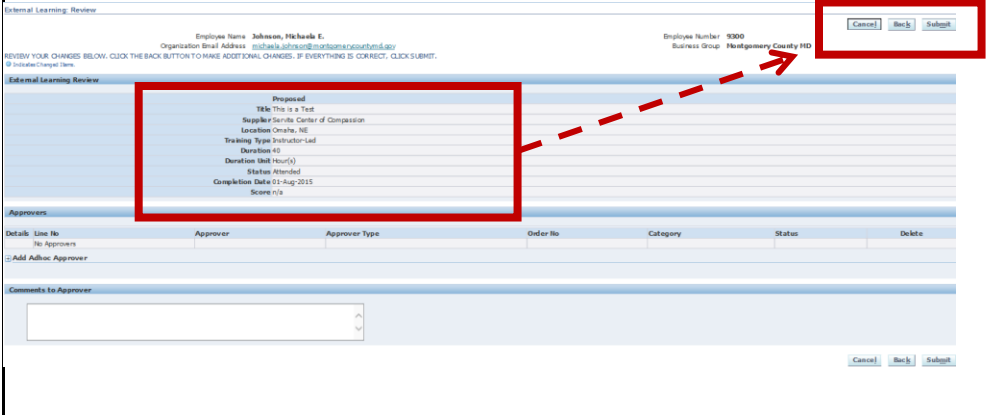
This record, which is available to your Supervisor, may assist your career development by providing a more comprehensive record of the professional development programs you have completed.

Although not required, you may also attach any certificate of completion or other documentation by having a scanned copy available when you are creating the External Learning Record.

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Created 8/28/2015 – OHR Training and Organizational Development Team

Step	Action	
1.	**Log into MCG ePortal** • Click **Employee Self-Service** • Click **Go to Employee Self-Service**	

Step	Action	
2.	**Oracle Self-Service Screen** – Click **MCG HR Employee Self-Service**. – Click **External Learning**	
3.	**External Learning Screen..** Click **Add**.	

Step	Action	

4.	**Create External Learning Screen.**
	
	Complete **these fields**
	• Title
	• Completion Date
	  – Date Program was completed
	• Duration
	• CEU Licensing Agency (if applicable)
	• Supplier
	  – Enter the Sponsor of the Program
	• Status
	  – Attended or Incomplete
	
	Click **Complete**
		Create External Learning
		Please enter the details of any completed or future external learning.
		
		Cancel
			Save for Later	Continue
				
				Employee Name **Johnson, Michaela E.** Employee Number **9300**
				Organization Email Address michaela.johnson@montgomerycountymd.gov Business Group **Montgomery County MD**
				* Indicates required field
				
				* Title ___ * Supplier ___
				* Completion Date ___ Location ___
				(example: 27-Aug-2015) Training Type ___
				Equivalent Course ___ Status ___
				Duration ___ Score ___
				Context Value ___
				CEU Licensing Agency ___
				Contact Hours ___
				Cost ___
				Comments ___
				Add Attachment None Add...

5.	**External Learning Review Screen.** Check to make sure information is correct. If something needs changing • Click **Back** • Click **Continue** If no changes are needed • Click **Submit**	External Learning: Review Employee Name Johnson, Michaela E. Employee Number 9300 Organization Email Address michaela.johnson@montgomerycountymd.gov Business Group Montgomery County MD REVIEW YOUR CHANGES BELOW. CLICK THE BACK BUTTON TO MAKE ADDITIONAL CHANGES. IF EVERYTHING IS CORRECT, CLICK SUBMIT. Indicates Changed Item. Cancel	Back	Submit External Learning Review Proposed Title This is a Test Supplier Sandra Center of Compassion Location Omaha, NE Training Type Instructor-Led Duration 40 Duration Unit Hour(s) Status Attended Completion Date 01-Aug-2015 Score n/a Approvers Details Line No Approver Approver Type Order No Category Status Delete No Approvers Add Adhoc Approver Comments to Approver ___ Cancel Back Submit

Step	Action	
6.	**Confirmation Screen.** Click **Home**.	
7.	Later, you will receive a confirmation by email.	Reply Reply All Forward MCG Oracle EBS <ERP-EBS-NoReply@App.MontgomeryCountyMD.gc **FYI: External Learning for Johnson, Michaela E. has been approved.** From **SYSADMIN** To **Johnson, Michaela** Sent **05-AUG-2015** **13:07:10** ID **9492280** Final Approver: User Name: Comment: This is a note to the approver. Your External Learning changes for Johnson, Michaela E. has been approved. This notification is for information only.

For additional information on External Learning Records:

Contact the Organizational Development and Training Team
      P - 240-777-5116
      E - OLM.Admin@montgomerycountymd.gov